

Summer 1995

Completions 1994-1995

UNO Office of Institutional Effectiveness
University of Nebraska at Omaha

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Coordinating Commission for Postsecondary Education


140 N. 8th St., Suite 300, P.O. Box 95005, Lincoln, Nebraska 68509-5005

Telephone (402) 471-2847

FAX (402) 471-2886

MEMORANDUM

To: IPEDS *Completions* Survey Responders

From: John Ingram 
State IPEDS Coordinator
402-471-0030

Subject: Coordination of IPEDS *Completions* Survey and NEEDS *1109* Survey

Date: July 28, 1995

In June we sent your institution Run 1 forms for the NEEDS (state) surveys. That mailing included the *1109* completers survey titled "Degrees Diplomas and Certificates Awarded by PCS and CIPS Classification." Then, I requested that your institution's NEEDS coordinator hold that form until you receive the IPEDS *Completions* form.

Please review with your institution's NEEDS responder for the *1109* survey (in most cases yourself) to check that the NEEDS *1109* survey and IPEDS *Completions* survey are reporting equivalent information. That is, you should assure yourself that CIP code assignments are appropriate, are the same, and have correct counts. The total counts should agree for the IPEDS and NEEDS forms.

Also, we have prepared on the IPEDS *Completions* form two (2) columns labeled "PCS code." Here, you should indicate with a check mark the program classification - PCS - code for each reported program (either PCS 11 for academic, or PCS 12 for vocational/technical program) and provide counts. It is important that you are satisfied with your IPEDS reporting this year. That is because the basis for next year reporting of the IPEDS CIP and PCS codes will be what you report this year on IPEDS *Completions*. Beginning next year and beyond, we will discontinue the NEEDS *1109* survey.

Please contact me if you have questions on any of the above, and thank you for your continued efforts.

Commissioners

Dr. Randolph Ferlic, *Chair*

Mrs. Christine Z. Peterson, *Vice-Chair*

Mrs. Janice L. Carlson

Dr. Dick C.E. Davis

Mr. John C. Emery

Mrs. Sheila Griffin

Dr. Jane Renner Hood

Ms. Gretchen Hirschbach

Mrs. Barbara K. Marcy

Mr. Norman Otto

Mr. Eric Seacrest

Dr. David R. Powers, *Executive Director*

FORM IPEDS-C
(6-1-95)U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICS**INTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEM****COMPLETIONS SURVEY****1994-95****NOTE** - The completion of this survey, in a timely and accurate manner, is **MANDATORY** for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).The collection and reporting of racial/ethnic data on this survey are **MANDATORY** for all institutions which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulations implementing Title VI of the Civil Rights Act of 1964 (34 CFR 100.13), or defined in any ED regulations implementing Title IX of the Education Amendments of 1972. The collection of racial/ethnic data in vocational programs is mandated by Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).



181394-07

UNIVERSITY OF NEBRASKA AT OMAHA
60TH AND DODGE ST
OMAHA, NE 68182*Please correct any errors in the name, address, and ZIP Code.***Please read** the accompanying instructions before completing this survey form. Report data **ONLY** for the institution in the address label. If data for any other institutions or branch campuses are included in this report because they **CANNOT** be reported separately, please provide a list of these schools.

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 451-6236 or FAX number (301) 457-1542.

RETURN TOJOHN INGRAM
COORDINATING COMMISSION FOR POSTSECONDARY EDUC
P.O. BOX 95005
LINCOLN, NE 68509-5005
402-471-0030**Date due: October 1, 1995****1. Name of respondent**

David H. French

2. Title of respondentAssociate Director,
Institutional Research**3. Telephone (Area code, number, ext.)**

(402) 554-2367

PURPOSE OF THE SURVEY

The primary purpose of this survey is to collect basic data on the number of recognized completions in postsecondary education programs by the type of program, level of award, and degree conferred; to monitor changes in postsecondary education completions; and to promote research involving patterns of degrees conferred. The survey is being conducted in compliance with the Center's mission "to collect, analyze, and disseminate statistics and other information related to education in the United States . . .," (P.L. 103-382, National Education Statistics Act, Sec. 404(a)).

USES OF DATA

Completion data constitute the only national source of information on the availability and location of highly trained manpower. Information on completers of postsecondary education programs is used extensively by Federal and State government agencies for manpower planning; by business and industry and other groups for recruiting purposes; and by researchers and others to study manpower supply and demand.

CERTIFICATION - I certify that the information given in this report is correct and true to the best of my knowledge and was prepared in accordance with accompanying instructions. Willfully false statements on this report are punishable by law, U.S. Code, Title 18, Section 1001.**4. Name (Type or print)**

David H. French

5. TitleAssociate Director,
Institutional Research**6. Telephone (Area code, number, ext.)**

(402) 554-2367

7. Signature*David H. French***8. Date**

September 20, 1995

COMPLIANCE REQUIREMENTS FOR THE OFFICE FOR CIVIL RIGHTS

The Office for Civil Rights (OCR) and the National Center for Education Statistics (NCES), with the approval of the Office of Management and Budget, cooperate in the collection of racial/ethnic information from all postsecondary institutions for the Completions survey. Section 100.6(b) of the regulations implementing Title VI of the Civil Rights Act of 1964, set forth below, and similar provisions of the Title VI regulations of other Federal agencies, authorize collection of this information.

100.6(b) Compliance Reports – Each recipient shall keep records and submit to the responsible Department official or his designee timely, complete and accurate compliance reports at such times and in such form and containing such information as the responsible Department official or his designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this part. For example, recipients should have available for the Department racial and ethnic data showing the extent to which members of minority groups are beneficiaries of and participants in federally-assisted programs. In the case of any program under which a primary recipient extends Federal financial assistance to any other recipient, such other recipient shall also submit such compliance reports to the primary recipient as may be necessary to enable the primary recipient to carry out its obligations under this part.

The time required to complete this information collection is estimated to vary from 30 minutes to 6.0 hours per response, with an average of 2.7 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. If you have any comments or concerns regarding the status of your individual submission of this form, write directly to:**

**National Center for Education Statistics/IPEDS
U.S. Department of Education
555 New Jersey Avenue, NW
Washington, DC 20208-5652**

The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

DO NOT RETURN INSTRUCTIONS

Changes from the 1993-94 form for 1994-95 COMPLETIONS SURVEY

The 1994-95 Completions form was completely redesigned. The new Completions form will have two parts.

Page 3, "Combined Data for More than One Institution or Branch" will be imprinted with information reported in the prior year.

► Part A, Program Completions

Part A collects all program completions for all award levels by men and women, and racial/ethnic category at the 6-digit CIP level. Respondents should indicate the correct award level.

► Part B, Clarifying Questions

Two questions were added to obtain information about (1) double majors and (2) awards conferred at branch campuses in foreign countries.

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COMBINED DATA FOR MORE THAN ONE INSTITUTION OR BRANCH

Note: If the institution or administrative unit named on this report is including Completions survey data for other institutions or branches in this report, list the following information for the additional institutions or branches.

If information has been preprinted (based on last year's report) — Verify that the information is correct for the current year. Please make any corrections in RED.

UNITID	Institution name	Address	City	State	ZIP Code

Notes (Reference part, CIP code, and column)

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**Part A — POSTSECONDARY COMPLETIONS
 AWARDS/DEGREES CONFERRED BETWEEN JULY 1, 1994 AND JUNE 30, 1995**

AWARD LEVELS

- | | | |
|---|--|--|
| 1 Awards of less than 1 academic year below the bachelor's level (<i>less than 900 contact or clock hours</i>) | 4 Awards of at least 2 but less than 4 academic years below the bachelor's level (<i>at least 1800 but less than 3600 contact or clock hours</i>) | 8 Post-Master's Certificates |
| 2 Awards of at least 1 but less than 2 academic years below the bachelor's level (<i>at least 900 but less than 1800 contact or clock hours</i>) | 5 Bachelor's Degrees | 9 Doctor's Degrees |
| 3 Associate's Degrees | 6 Postbaccalaureate Certificates | 10 First-professional Degrees |
| | 7 Master's Degrees | 11 First-professional Certificate (Post-Degree) |

Please read the instructions for reporting Part A data before continuing. Verify the award level for each program listed below that was reported last year. Note that programs may be listed more than once with different award levels.

CIP codes and program titles	PCS CODE	Award level	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL STUDENTS	
			Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
080102 Fashion Merchandising	X	05												2				2
090101 Communications, General	X	05											4	8			4	8
090401 Journalism	X	05			1				1				16	19			18	19
090701 Radio & TV Broadcasting	X	05			1	3							12	8			13	11
110101 Computer & Info Science, Gen	X	05			1				3				35	6			39	6
130501 Educ/Instruc Media Design	X	05												3				3
131012 Education-Speech Impaired	X	05												12				12
131202 Elementary Teacher Education	X	05			1	6				2		3	24	128			25	139
131205 Secondary Teacher Education	X	05				1			1	1	1	1	39	43			41	46
131303 Business Teacher Ed (Voc)		05																

C

Part A — POSTSECONDARY COMPLETIONS
AWARDS/DEGREES CONFERRED BETWEEN JULY 1, 1994 AND JUNE 30, 1995 — Continued

CIP codes and program titles	PCS CODE	Award level	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL STUDENTS	
			Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
13.1307 Health Teacher Education	X	05												8				8
13.1312 Music Teacher Education	X	05											3	4			3	4
13.1314 Phys Ed Teaching & Coaching	X	05			4						1		13	11			18	11
16.0501 German Language/Literature	X	05											2	1			2	1
16.0901 French Language/Literature	X	05												1				1
16.0905 Spanish Language/Literature	X	05									1			3				4
22.0103 Paralegal/Legal Assistant	X	05				1							1	3			1	4
23.0101 English Language/Lit. Gen	X	05							1				7	23			8	23
23.0501 English Creative Writing	X	05								1			3	2			3	3
23.1001 Speech & Rhetorical Studies	X	05			2	2							5	20			7	22
24.0199 Lib Arts, Sci/Gen St Hum Oth	X	05			1	1						1	4	7			5	9
26.0101 Biology, General	X	05							1			2	26	31			27	33
26.9999 Biological Sci/Life Sci, Oth	X	05								1			15	16			15	17
27.0101 Mathematics	X	05							1	1		1	5	6			6	8
30.0101 Biological & Physical Sci	X	05											3	5			3	5
30.9999 Multi/Interdisc Studs, Oth	X	05			1	1				1	6	2	36	22			43	26
38.0101 Philosophy	X	05											3	1			3	1

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Part A — POSTSECONDARY COMPLETIONS
AWARDS/DEGREES CONFERRED BETWEEN JULY 1, 1994 AND JUNE 30, 1995 — Continued

CIP codes and program titles	PCS CODE	Award level	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL STUDENTS	
			Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
38.0201 Religion/Religious Studies	X	05			1						1		3	2			5	2
40.0501 Chemistry, General	X	05							1				5				6	
40.0601 Geology	X	05											3	1			3	1
40.0801 Physics, General	X	05											5				5	
40.0899 Physics, Other	X	05											1	1			1	1
42.0101 Psychology, General	X	05			2	4						3	15	44			17	51
43.0104 Criminal Justice Studies	X	05			6			1	3		1	3	119	65			129	69
44.0701 Social Work	X	05			1	3				1		1		19			1	24
44.9999 Public Admin & Services, Oth	X	05												1				1
45.0601 Economics, General	X	05				1							4	3			4	4
45.0701 Geography	X	05											10	1			10	1
45.0801 History, General	X	05		2									15	10			17	10
45.0901 Internat. Relations/Affairs	X	05			2	1			4	5	1		10	9			17	15
45.1001 Political Science, General	X	05			1	1							10	6			11	7
45.1101 Sociology	X	05			1	1			1	1		2	3	10			5	14
45.1201 Urban Affairs/Studies	X	05				1			1				3				4	1
49.0104 Aviation Management	X	05									1		23	4			24	4

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Part A — POSTSECONDARY COMPLETIONS
AWARDS/DEGREES CONFERRED BETWEEN JULY 1, 1994 AND JUNE 30, 1995 — Continued

CIP codes and program titles	PCS CODE	Award level	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL STUDENTS	
			Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
			11	12														
50.0101 Visual & Performing Arts		05																
50.0501 Drama/Theater Arts, Gen	X	05											1	1			1	1
50.0703 Art Hist. Criticism, Conserv	X	05											4	3			4	3
50.0708 Painting	X	05			1				1		1		9	14			12	14
50.0901 Music, General	X	05											1				1	
50.0903 Music-General Performance	X	05											4				4	
52.0101 Business, General	X	05										1	2	2			2	3
52.0301 Accounting	X	05				1			2	3		1	37	36			39	41
52.0701 Enterprise Mgmt & Oper, Gen	X	05								1			1	2			1	3
52.0801 Finance, General	X	05			1					1			22	11			23	12
52.0803 Banking & Fin Support Svcs	X	05			1	1					1		28	18			30	19
52.1001 Human Resources Management	X	05											5	9			5	9
52.1003 Organizational Behav Studs	X	05			1	1					2	1	30	30			33	32
52.1201 Mgt InfoSys/Bus DataProc Gen	X	05			1					1		1	18	8			19	10
52.1301 Management Science		05																
52.1402 Marketing Research	X	05							2	2	3		43	31			48	33
52.1501 Real Estate	X	05							1				6	1			7	1

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Part A — POSTSECONDARY COMPLETIONS
AWARDS/DEGREES CONFERRED BETWEEN JULY 1, 1994 AND JUNE 30, 1995 — Continued

CIP codes and program titles	PCS CODE		Award level	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL STUDENTS	
	11	12		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
09.0101 Communications, General	X		07											5	10			5	10
11.0101 Computer & Info Science, Gen	X		07							3	2	1		14	3			18	5
13.0401 Educ Admin & Supervis, Gen	X		07			1	3			1				12	19			14	22
13.0802 Educational Psychology	X		07											2	7			2	7
13.1005 Educ-Emotionally Handicapped	X		07											1	3			1	3
13.1006 Educ-Mentally Handicapped	X		07												4				4
13.1011 Educ-Specific Learn Disabled	X		07								1				12				13
13.1012 Education-Speech Impaired	X		07												21				21
13.1101 Counselor Ed Couns/Guid Svcs	X		07						1		1			7	38			7	40
13.1202 Elementary Teacher Education	X		07				1				1			3	26			3	28
13.1205 Secondary Teacher Education	X		07											5	14			5	14
13.1311 Mathematics Teacher Ed	X		07												2				2
13.1314 Phys Ed Teaching & Coaching	X		07				1							12	24			12	25
13.1315 Reading Teacher Education	X		07												14				14
23.0101 English Language/Lit, Gen	X		07											9	7			9	7
26.0101 Biology, General	X		07							2	1			7	4			9	5

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Part A — POSTSECONDARY COMPLETIONS
AWARDS/DEGREES CONFERRED BETWEEN JULY 1, 1994 AND JUNE 30, 1995 — Continued

CIP codes and program titles	PCS CODE	Award level	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL STUDENTS	
			Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
			II		I		I		I		I		I		I		I	
27.0101 Mathematics	X	07											5				5	
42.0101 Psychology, General	X	07							1				1	2			2	2
42.0901 Industrial & Organiz Psych	X	07											2	4			2	4
43.0104 Criminal Justice Studies	X	07											4	3			4	3
44.0401 Public Administration	X	07			1	2		1	1				25	33			27	36
44.0701 Social Work	X	07				4		1		1		4	4	61			4	71
45.0601 Economics, General	X	07			1								2	2			3	2
45.0701 Geography	X	07											2				2	
45.0801 History, General	X	07											4	4			4	4
45.1101 Sociology	X	07											1				1	
45.1201 Urban Affairs/Studies	X	07				1		1			1	1	1	4			2	7
50.0501 Drama/Theater Arts, Gen	X	07			1								1				2	
50.0901 Music, General	X	07												3				3
52.0101 Business, General	X	07			3				5	1	1		47	38			56	39
52.0301 Accounting	X	07											1	1			1	1
05.0201 Afro-American Studies	X	05			1													
13.1099 Special Education, Other	X	07												1				1

Part A — POSTSECONDARY COMPLETIONS
AWARDS/DEGREES CONFERRED BETWEEN JULY 1, 1994 AND JUNE 30, 1995 — Continued

[illegible]

Part A — POSTSECONDARY COMPLETIONS
AWARDS/DEGREES CONFERRED BETWEEN JULY 1, 1994 AND JUNE 30, 1995 — Continued

[illegible]

Part B — CLARIFYING QUESTIONS
AWARDS/DEGREES CONFERRED BETWEEN JULY 1, 1994 AND JUNE 30, 1995**C****1. Double Majors**

In Part A of this survey, degrees to students with double majors are to be reported once, in the field in which the degree was awarded. **(NOTE — This is different from students receiving two degrees — these are both reported in Part A.)** The second component of the double major is not reported, which may result in misleading undercounts of some fields of study. In order to gauge the magnitude of this situation, NCES is asking institutions to provide counts of the number of associate's, bachelor's, master's, and doctor's degrees reported in Part A that were awarded with double majors.

DEGREE LEVEL	Men	Women
a. Associate's		
b. Bachelor's	27	20
c. Master's		
d. Doctor's		

2. Awards conferred at branch campuses in foreign countries

In the space provided below, please indicate the total number of awards by level conferred by branch campuses in foreign countries between July 1, 1994 and June 30, 1995. **NOTE** — The counts are **NOT** included in Part A totals.

AWARD LEVEL	MEN	WOMEN
a. Less than 1 year		
b. At least 1 but less than 2 years		
c. Associate's degree		
d. At least 2 but less than 4 years		
e. Bachelor's degree		
f. Postbaccalaureate certificate		
g. Master's degree		
h. Post-masters certificate		
i. Doctor's degree		
j. First-professional degree		
k. First-professional certificate		

GENERAL INSTRUCTIONS — C

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

INSTITUTIONAL IDENTIFICATION

In the space provided on the front page of this report make any necessary corrections to the preprinted address information. Also, enter the name, title, area code and telephone number of the person responsible for completing the report.

PERIOD OF REPORT

All degrees and other formal awards conferred by your institution between July 1, 1994 and June 30, 1995 should be reported on this form.

COVERAGE

Report all degrees and awards conferred during the reporting period. Awards/degrees earned but not yet conferred should be reported in next year's survey. If an individual received two degrees at different levels (e.g., a bachelor's degree at the end of the summer session and a master's degree at the end of the academic year), report **each** degree in its appropriate classification.

Exclude from this report —

- Degrees and awards conferred by branches of your institution located in foreign countries (see Part B, Question 2)
- Honorary degrees and awards

PROGRAM CLASSIFICATION

This form uses the 1990 version of the Classification of Instructional Programs (CIP) to identify the specific programs in which completions should be reported. A complete list of the CIP codes and program titles is included in the IPEDS package.

Part A — Postsecondary Completions

Part A applies to all award levels ranging from postsecondary certificates of less than one year to doctorate level degrees. Include completions in academic as well as vocational or occupational programs.

Preprinted programs — The survey form includes a preprinted list of those programs with their corresponding 6-digit CIP codes and their appropriate award levels that have previously been reported by your institution. The award levels and their codes are noted at the top of Part A. Please **verify** these levels before completing this form. Note that a program and its 6-digit CIP code may be listed more than once if the program is offered at different award levels. For all programs with completions awarded at the level indicated, enter the number of awards conferred during the reporting period in the appropriate columns (see **Reporting Students by Racial/Ethnic Category and Sex**).

Programs with no completions — If, during the reporting period, your institution no longer offered one or more of the preprinted programs at the award level indicated, delete them

by drawing a line through the program title(s). Do not delete a program/award level if you expect it to have completions in future years. Enter zero (0) in the total columns if there were no completions in a program but your institution still offers the program at that level.

Adding programs — If awards were conferred in any additional 6-digit programs or levels that were not preprinted, proceed as follows:

- Refer to the 1990 revised version of the **Classification of Instructional Programs (CIP)** booklet to determine the appropriate program title that most closely matches your program and enter the 6-digit CIP code and its program title in the appropriate column. **Do not report CIP's 21 and 32 through 37.** These refer to Technology Education/Industrial Arts and Personal Improvement and Leisure programs.
- If no title on the CIP listing can be used to describe the program, either:
 - Enter the data under the "general" category (xx.0101); or
 - Enter the exact title of the program and assign the "other" code (xx.9999) in column 1. **DO NOT** develop any other new CIP code numbers.
- NOTE —** Use the "general" category to connote a program covering two or more 6-digit programs and the "other" category when no appropriate 6-digit program can be found.
- Choose one of the 11 levels of awards listed at the beginning of Part A, and enter the correct code for **each** newly listed program in the Award level column.
- Enter the number of awards conferred during the reporting period in the appropriate columns.

Photocopy as many blank pages as needed for additional reporting.

Award categories

Report all master's degrees using Award Level "7," except for the Master of Divinity degree which is classified as first-professional (Award Level "10"). **NOTE —** Even though the master's degree is required in some fields (e.g., Library Science, Hospital Administration, or Social Work) for employment at the professional level, as in the case of Social Work, where four years of undergraduate work are required for entrance into the program and an additional two years for completion; these are to be reported as Award Level "7."

Post-master's certificates (Award Level "8") should include, but not be limited to, recognition granted to students who have completed all but their dissertation (ABD's) and thus are not seeking the doctor's degree; Candidate in Philosophy; and Specialist in Education (Ed. S.).

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES.

GENERAL INSTRUCTIONS - C — Continued

CLASSIFICATION OF DEGREES ACCORDING TO MAJOR FIELD OF STUDY

- **Specific Classification** — Classify degrees and awards as specifically as the list of CIP programs permits. Thus, report a bachelor's degree in Business Administration with a business economics major in Business/Managerial Economics (52.0601), **not** in Business, General (52.0101).
- **Degree of Doctor of Philosophy** — Classify the Doctor of Philosophy degree according to the student's major field of study. Thus, a Ph.D. in chemistry should be reported as a degree in chemistry, **not** as one in philosophy.
- **Majors of Students Prepared to Teach** — The general rule is to classify degrees according to the major area of specialization. This means that degrees to students who may be qualified to teach an academic subject, such as English, biology, or foreign languages, but did not pursue a program solely for the purpose of teaching, should be reported in English Language and Literature/Letters (23.xxxx), Biological Sciences/Life Sciences (26.xxxx), and Foreign Languages and Literatures (16.xxxx) respectively, **not** in Education (13.xxxx).

On the other hand, the degrees of students who have completed a program that is specifically preparing them to teach special subjects, such as agriculture, art, music, etc., should be reported in Agricultural Teacher Education (Vocational) (13.1301), Art Teacher Education (13.1302), Music Teacher Education (13.1312), etc.

- **Split Majors** — When a student graduates with a split major, report the award in the area of greater specialization, if possible. Otherwise, the award should be reported in the program closest to the combination. If neither of these approaches can be used, the award should be reported as follows:
 - If the split major involves two program specialties within the same program category, use the "general" or "multiple emphasis" program specialty. For example, a split major involving two languages should be reported in Foreign Languages and Literatures, General (16.0101); a major in history and political science should be reported under Social Sciences, General (45.0101).
 - If the split major involves program specialties from different program categories, the award should be reported under the one of greater specialization.

NOTE — All awards must be reported as whole numbers. Do not report fractions of an award.

- **Double Majors** — When a student graduates with a major in two program specialties, report the degree in the field in which the degree was awarded. **NOTE** — See Part B, *Clarifying Questions*, for further reporting of double majors.
- **Two Degrees** — If a student actually receives two degrees based on two independent courses of study, (e.g., one in Business and Management **and** one in Foreign Languages), report each degree under the appropriate program category.
- **General Majors** — The term "general major" is used to designate diversified curriculums within an area of study. Ordinarily, degrees based on a general major should be reported in one of the "general" program specialties of the CIP, e.g., Physical Sciences, General (40.0101); Social Sciences, General (45.0101); Mathematics (27.0101); etc.
- **Multi/Interdisciplinary Studies** — These refer to fields of study which represent two or more broad program categories, e.g., Mathematics and Computer Science (30.0801). These are found within the 2-digit CIP "30". If

reporting awards under similar fields of study which are not in the current CIP listing, use "30.9999", making sure to specify the exact name of the multi/interdisciplinary study.

- **Arts and Sciences or General Programs Not Organized in Occupational Curriculums** — These are certificates or degrees based on less than four years of work in the arts and sciences or general programs **not** organized in occupational curriculums. Such awards should be reported under one of the Liberal Arts and Sciences, General Studies and Humanities (24.01xx) programs.
- **First-professional degrees** — First-professional degrees (Award Level "10") may be reported for the following program specialties:
 - Chiropractic (D.C., D.C.M.) (51.0101)
 - Dentistry (D.D.S., D.M.D.) (51.0401)
 - Medicine (M.D.) (51.1201)
 - Optometry (O.D.) (51.1701)
 - Osteopathic Medicine (D.O.) (51.1901)
 - Pharmacy (Pharm.D.) (51.2001)*
 - Podiatry (D.P.M., D.P., Pod.D.) (51.2101)
 - Veterinary Medicine (D.V.M.) (51.2401)
 - Law (L.L.B., J.D.) (22.0101)
 - Theology (M.Div., M.H.L., B.D., or Ordination) (39.0602, 39.0603, or 39.0605)

***NOTE** — Report the Bachelor of Pharmacy degree as CIP 51.2001, Award Level 5.

REPORTING STUDENTS BY RACIAL/ETHNIC CATEGORY AND SEX

This information is being collected in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 (see Compliance Requirements, page 2) and Sec. 421(a)(1) of the Carl D. Perkins Vocational Education Act.

Method of collection — The manner of collecting racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data, which may be replicated by others when the same documented system is utilized. One acceptable method is a properly controlled system of post-enrollment self-identification by students. If a self-identification method is utilized, a verification procedure to ascertain the completeness and accuracy of student submissions should also be employed.

Assignment to categories — For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic category.

Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens. (See definitions below.)

Racial/ethnic descriptions — Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins. The categories are —

- **Black, non-Hispanic** — A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- **American Indian or Alaskan Native** — A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

GENERAL INSTRUCTIONS - C — Continued

REPORTING STUDENTS BY RACIAL/ETHNIC CATEGORY AND SEX — Continued

- **Asian or Pacific Islander** — A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- **Hispanic** — A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- **White, non-Hispanic** — A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

Other descriptive categories

- **Nonresident alien** — A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

NOTE — Nonresident aliens are to be reported separately, in the columns provided, rather than included in any of the five racial/ethnic categories above. **Resident aliens** and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that

conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.

- **Race/ethnicity unknown** — This category is used **ONLY** if the student did not select a racial/ethnic designation, **AND** the postsecondary institution finds it impossible to place the student in one of the racial/ethnic categories during established enrollment procedures or in an any post-enrollment identification or verification process.

In columns (15) and (16), report the grand total of all award recipients for the program/award level specified, regardless of race/ethnicity or citizenship.

Part B — Clarifying Questions

- **Double majors** — As specified in the instructions for Part A, degrees awarded to students who graduate with a double major are reported in the field in which the degree was awarded or one field is chosen for reporting purposes. Thus there is an underreporting of degrees in the other component program area of the double major. In order to begin measuring the magnitude of this situation, NCES is asking institutions to report by sex the total number of double majors awarded for associate's, bachelor's, master's, and doctor's degrees.
- **Awards conferred at branch campuses in foreign countries** — These degrees are **not** included in the Part A counts; however, NCES is requesting that these data be reported separately by level of award and sex of recipient.

GLOSSARY COMPLETIONS SURVEY — C

AMERICAN INDIAN OR ALASKAN NATIVE — A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

ASIAN OR PACIFIC ISLANDER — A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.

ASSOCIATE'S DEGREE — An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.

BACHELOR'S DEGREE — An award that normally requires at least 4 but NOT more than 5 years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a 5-year COOPERATIVE (WORK-STUDY PLAN) PROGRAM. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. Also includes bachelor's degrees in which the normal 4 years of work are completed in 3 years.

BLACK, NON-HISPANIC — A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).

CERTIFICATE — A formal award certifying the satisfactory completion of a postsecondary education program.

CIP (CLASSIFICATION OF INSTRUCTIONAL PROGRAMS) — An NCES publication that provides a

numerical classification and standard terminology for secondary and postsecondary instructional programs.

CIP CODE — A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions.

CONTACT HOUR — A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.

CREDIT HOUR — A unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate or other formal award.

DEGREE — An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.

DIPLOMA — A formal document certifying the successful completion of a prescribed program of studies.

DOCTOR'S DEGREE — The highest award a student can earn for graduate study. The doctor's degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology. For the Doctor of Public Health degree, the prior degree is generally earned in the closely related professional field of medicine or in sanitary engineering.

GLOSSARY COMPLETIONS SURVEY — C

FIRST-PROFESSIONAL CERTIFICATE (POST-DEGREE) —

An award that requires completion of an organized program of study designed for persons who have completed the first-professional degree. Examples could be refresher courses or additional units of study in a specialty or subspecialty.

FIRST-PROFESSIONAL DEGREE — An award that requires completion of a program that meets all of the following criteria: **(1)** completion of the academic requirements to begin practice in the profession; **(2)** at least 2 years of college work prior to entering the program; and **(3)** a total of at least 6 academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself. First-professional degrees may be awarded in the following 10 fields:

- Chiropractic (D.C. or D.C.M.)
- Pharmacy (Pharm.D.)
- Dentistry (D.D.S. or D.M.D.)
- Podiatry (D.P.M., D.P., Pod.D.)
- Medicine (M.D.)
- Veterinary Medicine (D.V.M.)
- Optometry (O.D.)
- Law (L.L.B., J.D.)
- Osteopathic Medicine (D.O.)
- Theology (M.Div., M.H.L., B.D., or Ordination)

HISPANIC — A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

MASTER'S DEGREE — An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree.

NONRESIDENT ALIEN — A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

POSTBACCALAUREATE CERTIFICATE — An award that requires completion of an organized program of study requiring 18 credit hours beyond the bachelor's; designed for persons who have completed a baccalaureate degree, but do not meet the requirements of academic degrees carrying the title of master.

POST-MASTER'S CERTIFICATE — An award that requires completion of an organized program of study of 24 credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (LESS THAN 1 ACADEMIC YEAR) — Requires completion of an organized program of study at the

postsecondary level in less than 1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a student enrolled full time.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (AT LEAST 1 BUT LESS THAN 2 ACADEMIC YEARS) — Requires completion of an organized program of study at the postsecondary level in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (AT LEAST 2 BUT LESS THAN 4 ACADEMIC YEARS) — Requires completion of an organized program of study at the postsecondary level in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours.

PROGRAM — A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.

PROGRAM SPECIALTY — A specific instructional program that can only be identified by a 6-digit CIP code.

RACE/ETHNICITY — Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens, resident aliens, and other eligible non-citizens are:

- Black, non-Hispanic
- American Indian or Alaskan Native
- Asian or Pacific Islander
- Hispanic
- White, non-Hispanic

RESIDENT ALIEN (and other eligible non-citizens) — A person who is not a citizen or national of the United States and who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian).

WHITE, NON-HISPANIC — A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

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